***Minutes of BoFEP AGM, Friday, October 21st, 2022, 1300-1600 hr.***

Zoom link - https://us02web.zoom.us/j/87295863117?pwd=Mk1jYTdpTHUrSis2TmFiZ2NUMHhiQT09

1. Welcome and Introductions.
* **In attendance – Peter Wells, Susan Rolston, Karal Allard, Micheal Butler, Jon Percey, Guy (did not give last name), Patricia Hinch, Michelle Trembly, Jeff Ollerhead, Benjamin de Jourdan, Brian Martin, Jack Fife, Kate Spooner, Katie Schleit, Danielle Philibert, Heather Breeze, Sondra Eger**
1. Review; additions to the agenda; approval.
* **Sondra Egar’s presentation added**
* **Motion – Michele Trembley**
* **Second – Mike Butler**
* **Approved**
1. Minutes of the AGM, Oct. 2022; approval.
* **Circulated beforehand – any errors or omissions**
* **Motion to approve – Sandra Currie**
* **Second – Jack Fife**
1. Reports:
	1. Chair. (PW)

“Expect the Previously Unexpected: Shoreline Change with Accelerating Climate Change”.

BoFEP CHAIRS REPORT, AGM 2022

As Chair of BoFEP over the past year, I wish to introduce an update on our current activities and focus on our immediate needs as an organization. A work plan for the current FY (2022-23) follows the financial report, after which you will hear in more detail about our activities.

As you all know well, the Bay of Fundy and its’ watersheds are truly one of nature’s coastal wonders. It is world-renowned and unique globally as a tidally drive marine ecosystem, its recognition shown by its six UNESCO sites, the latest being the Cliffs of Fundy Geopark.

That said, many environmental issues still confront the Bay of Fundy and its watersheds, small and large, especially in this era of climate change. They require our ongoing commitment to track them, encourage their study, and report on them with the most reliable information available, especially at our biennial workshops/conferences, and at other venues wherever possible. This is BoFEP’s role – being a one-stop shop of reliable information on the bay.

Along with other organizations and our partners, study of the bay and its protection and conservation require a close connection between science and policy making, and above all, public understanding, and support. The work of BoFEP continues under the over-arching theme of ocean and climate literacy, in support of the ongoing UN Decade on Ocean Science and Sustainability, the Sustainable Development Goal (SDG 14), and ongoing global efforts on ocean literacy.

This is BoFEP’s 25th year of operation, surely something to celebrate. We have a steering committee and small management team, and we have over 400 “members”, a number of them paid i.e., supporting members. Of late, our focus has been on communication, not on specific projects. You will hear about how we fill this information niche. We welcome your views as to whether we have been successful or not, and whether this should be our focus for the immediate future.

During the meeting, you also will hear about our immediate and urgent needs for the organization, the main one being recruitment. We continue to search for a new Treasurer, and we need younger and energetic volunteers in all our key positions. Please give this some thought as we work through the business part of our meeting, with the various reports on our current finances and our current projects. We especially need an active Steering Committee, with each person involved directly in our activities.

Our current work is reflected in the reports. After they are given, there is a brief opportunity for discussion, as at previous AGMs and workshops. We look forward to your input. Following that, the nominations process will elect the next roster of steering committee members, for 2022-2023. After a short break, Dr. Jeff Ollerhead of Mt.A will be giving a talk on his Fundy research and concerns.

Thank-you for participating in this meeting. BoFEP is your organization, and your continued input and participation are crucial for its programs.

Respectfully,

Peter G. Wells, Ph.D., FAAAS, FRCGS

Chair – Bay of Fundy Ecosystem Partnership

Treasurer - Financial (2021-22); approval. (SR)

* **Motion to approve – Sandra Currie**
* **Second – Jeff Ollerhead**
* ***Question – Will the draft budget be presented or is that under the work plan? Answer – current equity position $24,821.27 expenses of $4, 661.15 this year. Workshop happened under the current fiscal year – agreement with ACCESS – BOFEP paid bills and ACCESS then reimbursed from registration to reconcile. Workshop revenue $5304.35 which was split with ACCESS. $2099.05 in expenses not related to ACCESS’s portion of the conference.***
* ***Motion to approve the draft budget of 2022- 2023 – Jack Fife moved; Katie Schleit seconded.***
* ***Approved***

**Work Plan (2022-23). (PW/SC)**

This work plan for FY 22-23 guides our work in this FY. Allocations have been set in discussion with management committee members.  It needs to be formally approved at the 2022 AGM.

(Amended October 2022, accurately reflecting our current fiscal situation/bank balance)

* 1. **BoFEP Management:**
		1. Conduct monthly management committee meetings/call (on-line).
		2. Conduct of the 2022 AGM (on-line).
		3. Conduct of a meeting of the BoFEP Steering Committee (on-line).
	2. **BoFEP Coordinator (part-time**)–April 2022 – March 2023.  Work to include assisting with one of the presentations for the ACCESS-BoFEP conference, Spring 2022 (done); work related to the Proceedings of the conference (done); initiation of specific work for the Ocean and Climate Literacy WG; assistance with the ongoing Video project; other duties as they are identified. **$2000**.
	3. **Financial Affairs** - Select two new BoFEP Directors with signing authority (we must have 4 in total; the others currently are PGW and MB. With a new Treasurer and bank, set up the e-transfer payment system on the website to facilitate paid BoFEP memberships.
	4. **Membership** - Invite all recipients of the BoFEP newsletter to become paid members. Send out welcome letter to new members. Ensure that all members of the Steering Committee are paid members.
	5. **Communications and Website**
		+ 1. Continue the periodic *Fundy Tidings* Newsletter. Solicit contributions from the wider BoFEP membership.
			2. Website – renew website. Continue social media initiatives, e.g., provide items for Facebook page. **$500**.
	6. **ACCESS/BoFEP Bay of Fundy Science Conference, May 2022** –conduct the conference (done). Completion of the Proceedings (underway) - **$1000**.  Set aside **$5000** for the next biennial BoFEP workshop/conference, for spring 2024.
	7. **New Initiatives on the Bay of Fundy**:
		1. Develop the videos on Fundy Issues – on-line Fundy Q/A talks (Fundy Minute Series). One is completed, one almost done. **$3000**.
		2. Ocean and Climate Literacy WG – develop specific projects (underway). **$2000**.
		3. Discuss/initiate a new WG on the risks of coastal flooding. **$1000**.
		4. Complete the 25th BoFEP anniversary paper (jp,pw, others) – complete draft, circulate for review, complete, and submit it to the PNSIS.
		5. Activate another “on-the-ground environmental project”, with partners from the Steering Committee and other interested organizations. **$2000**.
		6. Presentation of posters and/or talks at other local meetings, e.g., the FSRS, RARGOM/GOMC, Coastal Zone Canada Conference 2023.

Summary of financial commitments FY ’22-’23: $16,500.

* **Motion to approve the work plan –**
* **Jack Fife moved,**
* **Seconded Sandra Currie,**
* **Approved.**

**Membership. (BT/HA) – Presented by Sandra Currie**

* This report is directed to the BoFEP Management and Steering Committees (SC), and if accepted, it will be sent to the wider BoFEP membership.
* Over the past year the membership committee has worked on formalizing the membership process to ensure that membership fees are being paid but those indicated as members. This process involves sending out reminders when fees are due and following up with those who have not paid. It is recommended that those who do not pay their membership fee are removed from the steering committee list and do not receive the newsletter.
* Our records indicate that in 2022 to date, BoFEP has thirty paid members, with seven of them being organizational memberships. A trend of unpaid membership fees has been consistent over the past several years, as is likely to have considerable impacts on BOFEP revenue as a non profiting virtual institute.

**BOFEP MEMBERSHIP**

* For 2020 onwards, BoFEP dues are $25 for individual membership and $100 organizational membership. Additional donations from members are welcomed, indeed encouraged. All paying members, organizations and donors will be acknowledged and receipts provided as required.
* Dues are paid for the calendar year. Hence, annual membership for 2022 will expire on December 31st, and for the next year (2023) can be renewed prior to or in January 2023. The Membership Form (attached) and payment for 2023, if not already paid, should be sent to the Treasurer at your earliest convenience. A receipt will be issued by the Treasurer to each member, by email. A reminder has been sent out with 2022 membership fee receipt that 2013 dues are coming up and can be paid at any time from now until January 2023.
* If you have already paid for 2022 or 2023, or are just now processing your membership, we thank you for your continued support and interest in BoFEP’s mission.
* A request by the Secretariat for annual membership payment will be made at each AGM, as well as in the November to January period.
* Reminders will be sent out only once, early in the new year.

21-10-2022

Brontë Thomas

**Communications. (JP)**

* Website is amazing – thank you Jon Percy – we need someone to begin the process of taking it over.
* During the past year I have mainly been mainly occupied with the following two communications items:
* **Fundy Tidings Newsletter** – Since the last AGM on October 21st, 2021, the following Fundy Tidings newsletters have been circulated:
* December 2021
* February 2022
* April 2022
* July2022
* September 2022
* The deadline for the next issue is December 1st. Please send me any BoFEP or Fundy-related items that you would like included to seapencom@gmail.com. The current issue and all back issues (since 2003) are available in the newsletter archive on the website. **The newsletter is currently circulated to 371 subscribers**. The Mailchimp mailing software handles the logistics of subscribing and unsubscribing, as well as presenting several analytical information reports. I am still also archiving (back to 2009) *In With the Tide*, the quarterly newsletters of the Bay of Fundy Discovery Centre (with their permission) on our website because it contains much that may be of interest to BoFEP members.
* **BoFEP Website –** The BoFEP website www.bofep.org/wpbofep/) is active. The website is periodically upgraded and updated. The home page features a calendar highlighting BoFEP related events. BoFEP also has a Facebook page which our social media officer (Michele Tremblay) updates frequently. She also maintains the BoFEP Twitter account. The website and FB page are linked so that messages posted on the Facebook page by the administrators also appear automatically on the home page of the website. There is an option for giving additional authors or editors access to areas of the site, so if there is anyone on the Management Committee who would like to be a periodic contributor, just let me know. Alternatively, you can just continue sending me the material to post. Material for inclusion on the website or suggestions for improvement should be sent to seapencom@gmail.com. An update on the Fundy Video Series is included in the report of Sandra Currie, BoFEP Vice-Chair.

Dr. Jon Percy, BoFEP Communications, SEAPEN, Granville Ferry, NS.

**Special Video Project. (SC)**

* **The Bay of Fundy ecosystem partnership video Report 2022**
* The management committee set up video project in which experts on different Bay of Fundy issues would speak for a two-to-five-minute time frame. The purpose is to have a resource we can use to educate about the Bay of Fundy. It felt one minute too short and 10 too long so 3-5 would allow for information or resources to be shared without losing the viewer.
* Production support has been provided by Michelle Tremblay of Nature Source Communications.
* The first of these videos was completed by Dr Ian Spooner, Director of Research, KC Irving Environmental Science Centre at Acadia University. https://www.youtube.com/watch?v=B\_w4ZZXyBGU
* The second of these videos is currently under production and welcomes
* anyone who wishes to join the project.
* **Committee Members**
* Michelle Tremblay – Nature Source Communications
* Brontë Thomas
* Kate Spooner
* Katie Schleit
* Lauren Lowther
* Sandra Currie

**Fundy Activity Colouring Book (KS,SE)**

* Working with many partners on producing a colouring book, Oceans North and others are supporting it financially. Expect it to be done early 2023 – pre-orders will be avlaible in late 2023. The content will include the Bay as seen by residents, contributions from member of the Bay of Fundy community. Highlighting ecosystems, struggled on how to organize and pick out social and ecological systems in the Bay.
* Any fun facts or want to get into the book please let us know.

**Working Groups**

BOFEP Ocean and Climate Literacy Working Group

Report to 2022 AGM (on-line); Friday, 21 October, 1-4pm.

A useful Rationale for this Working Group:

“...the current and future state of the Global Ocean will in large part determine the current and future sustainability, health and wellbeing of all humans on earth.” (Fleming *et al*. 2019).

Over the past few months, several of us have met (the Chair, Mike Butler; Peter Wells; student Lauren Lowther; Kerri McPherson; Sondra Eger) to move the WG agenda ahead. Our accomplishments to date and ongoing/planned activities are as follows:

**Current Accomplishments**:

The ACCESS/BoFEP Conference, Truro, May 2022:

* Preparation of an Ocean and Climate Literacy poster. Distributed copies of the poster.
* Invited and introduced keynote speaker, Dr Wendy Watson-Wright, who addressed Ocean/ Climate literacy from a global perspective.
* Organized and chaired panel of four speakers who described their efforts of delivering Ocean/Climate Literacy locally.

Fundy Activity Book:

* Interacted with Sondra Eger, formerly with Univ. Waterloo, now with DFO, and others in Ocean North, on a Bay of Fundy/Upper Minas Basin activity book for the schools.

Oceans Day 2022.

* Distributed the Ocean/Climate Literacy poster, in hand-out form, to the Oceans Day exhibits on June 8th at the Maritime Museum of the Atlantic.

WG member Kerri McPherson:

* Kerri was the recipient of the Gulf of Maine Council’s Visionary Award for her work in promoting Ocean/Climate Literacy in the Nova Scotia School system.
* Later this year, she will be presenting on her experience of delivering Ocean/Climate Literacy to a Teachers Professional Development session.

Publication:

* Distributed our joint article on ocean literacy, published in PNSIS 51-2, 2021, as appropriate.

**Ongoing/Planned Activities of the WG (FYs 22-23, 23-24)**:

* Hold regular meetings on ZOOM of the WG to discuss and move these activities ahead. Recruit more members for the WG.
* Work with educators:
* Convene a meeting of NS High School teachers, who have experience of delivering the Oceans 11 syllabus etc., to design a three-day (?) workshop on Ocean/Climate Literacy, suitable for B.Ed. and M.Ed. trainees.
* Arrange meetings with Faculties of Education at relevant Universities in Nova Scotia to explain the rationale behind the above-mentioned workshop.
* Work with other groups:
* Promote closer linkages with complementary organizations, e.g., CANOE, COLC, HMSC, Discovery Centre (Halifax), Maritime and Natural History Museums, NSIS, the six UNESCO sites in the Bay of Fundy, and the Ocean School - OFI (Boris Worm).
* Participate in public events
* Collaborate with the Maritime Museum of the Atlantic (Roger Marsters) and others (e.g., the BIO-OA), celebrating in May 2023 the 150th anniversary of the visit of *HMS Challenger* to Halifax on its global voyage of ocean research and discovery, in May 1873.
* Oceans Day, June 2023 - plan effective Oceans Day activities (including the reservation of space, etc.) for 2023 at the Maritime Museum of the Atlantic, in collaboration with their staff.
* Participate in other key ocean conferences:
* Prepare a paper on Ocean and Climate Literacy for the Coastal Zone Canada Conference, June 11-14th, 2023, in Victoria, BC.

M. (Mike), J.A. Butler, Director, IOI-Canada, Dalhousie University.

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University. The participation of several prominent guest speakers in Canada and the UK continues to be a strength of this important and well-received course about evidence-informed decision-making. Several blog entries prepared by the students are posted on the EIUI website.

Bertrum MacDonald

For the EIUI Research Team

14 October 2022

**Appendix**

**Publications**

Castillo, D. J., Vicary, T., Kalensits, M., Soomai, S. S., & MacDonald, B. H. (2022). Ensuring equitable access to ocean and coastal information to advance knowledge and inform decision-making: The global Aquatic Sciences and Fisheries Abstracts. *Ocean and Coastal Management* (In press).

Moharana, T. (2021). Book Review. The Science of Citizen Science. *Proceedings of the Nova Scotian Institute of Science* 51(2): 455-457.

Wells, P.G. (2021-2022). Various (15) contributions to the Canadian Society of Environmental Biologists Bulletin, Vol. 78 (3,4), and Vol. 79 (1,2,3). CSEB website http://www.cseb-scbe.org

Wells, P.G., Butler, M.J.A., and Eger, S. (2021). Ocean literacy – communicating science in an ocean province. *Proceedings of the Nova Scotian Institute of Science* 51(2): 253-256.

**Conference Presentations**

Long, L., Mongeon, P., & MacDonald, B. H. (2022). Situating Atlantic Canada in the global research on the science-policy interface and the oceans. Poster presented to ACCESS-BoFEP conference, Truro, 17-21 May 2022.

MacDonald, B. J., Long, L., & Wells, P. G. (2022). Communication of scientific information: Assessing informal communication practices of the Gulf of Maine Council on the Marine Environment. Paper presented to the ACCESS-BoFEP conference, Truro, 17-21 May 2022.

Noël, S-L., Beazley, K., & MacDonald, B. H. (2022). Perspectives on determining recovery feasibility of inner Bay of Fundy Atlantic salmon, 20 years on. Poster presented to ACCESS-BoFEP conference, Truro, 17-21 May 2022.

Wells, P. G., Percy, J. A., Daborn, G. R., Currie, S., & Butler, M. J. A. (2022). Celebrating BoFEP’s 25th anniversary: Reflections and future steps to enhance ocean and climate literacy. Talk presented to the ACCESS-BoFEP conference, Truro, 17-21 May 2022.

**New WG – risks of Coastal Flooding (SC)**

* BOFEP working group on Shoreline Erosion and how it will affect marginalized communities.
* What can be done to help people in these areas connect with resources and people who can help them.
* Part of this project will be to engage with experts and consolidate information on the BOFEP website for public use.
* The goal of this project would be to communicate (talk about, educate and inform) people about resources available for education around shoreline erosion, coastal flooding, how it happens and how to mitigate it.

**Project Goals and Objectives**

* Goals – to help people understand the dangers of coastal flooding, how to plan mitigate and help communities which will be affected.
* Connect residents with information and resources around the issue
* Share solutions
* Show there are natural ways to make breakwaters, mitigate flood zones
* Figure out a way to help people understand the negative effects of building in wetlands, shorelines,
* How land-based activity contributes – logging, farmland, building residential and commercial (home, cottages)
* Show benefits of restoration and reclamation projects

Sandra Currie

Vice – Chair BOFEP

**Other businesses (all attendees)**

* **none**

**Nominations report**

Mike Butler presented the report of the Nominations Committee.

The following slate of candidates was presented:

Hugh Akagi

Karel Allard

Heather Breeze

Sean Brillant

Michael Butler (Claudette LeBlanc alternate)

Levie Cliche (Katie McLean alternate)

Sandra Currie

Graham Daborn

Sondra Eger

Jack Fife

Marianne Janowicz

Joseph Kerekes

Bertrum MacDonald

Joshua McNeely

Jon Percy

Susan Rolston

Bronte Thomas

Peter Wells

**Acceptance of nomination report**

**Moved – Sandra Currie**

**Seconded – Bertrum MacDonald**

**Conclusion of AGM.**

**Moved conclusion of AGM – Susan Rolston**

**Seconded Sandra Currie**

Meeting of new Steering Committee; Approval of Officers.

Motion to approve the officers of the Steering Committee

Past Chair – Vacant

Current chair – Peter Wells

Vice-chair – Sandra Currie

Treasurer –

Secretary – Brontë Thomas

Members at Large

Hugh Akagi

Katie Schleit

Kate Spooner

Ex officio - Jon Percy

Opportunities were given for anyone else to come forward for management Committee positions.

Katie Schleit agreed to step in as Treasurer.

Meeting adjourned.

Short Break

Special Presentation

**Dr. Jeff Ollerhead of Mount Allison University,**

# Treasure’s Report



